Last Update:

04/09/13 7:11 AM

CATS_APPR_LITE: Approve Time Records

CATS_APPR_LITE

Publisher Information

File Name

r_CATS_APPR_LITE_ Approve Time Records.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description	
CATS_APPR_LITE			Approve Time Records	
Client	**Language**	**Doc Type**	**Job Role**	
	EN	BPP		

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Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
updated 4/11/08		

Trigger:

Time Approval or Rejection is required.

Business Process Procedure Overview

When time is entered in CAT2, a profile is selected on the initial screen and the time records are entered using that profile. The time entry profiles have certain properties which control how the time records are handled after they are released. Time records that have been entered and released in CAT2 (through ESS or R3) must be approved and transferred before they are available for Time Evaluation and then Payroll.   Certain CAT2 profiles are set to automatically release and transfer the time records. If time is entered using a profile that is not set to manually approve and transfer the time records, the records must be approved using transaction CATS_APPR_LITE and then transferred using CAT6.

In general, the profiles set up for list entry (multiple employees on one screen) are set to automatically approve and transfer time records. These profiles include:

- NORMAL-L

- CHARGE1L

- CHARGE2L

- CHARGE3L

- CHARGE4L

Alternatively, the profiles set up for single entry (one employee on the screen) are not set to automatically approve and transfer time records. Thus, a separate approval and transfer step is required.

- NORMAL

- CHARGE2

- CHARGE3

- CHARGE4

- ESS

- INTERFAC

- TEMPSOLN

To check the status of saved time records (i.e. released, approved, transferred, etc...) execute transaction CADO and refer to the associated BPP.

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This BPP will detail:
1) Selecting time records for approval
2) Approving time records

Tips and Tricks

- This approval/rejection process is not required if hours are entered via transaction code [CAT2] and a profile with an "L" in it is used. This approval/rejection process is only required if a user has entered their hours via ESS, but their manager is not able to approve/reject the hours via MSS.

- After approving hours, go to transaction code [CAT6] to move the hours from the time keeping area of SAP to the HR area of SAP to complete the approval/rejection process.
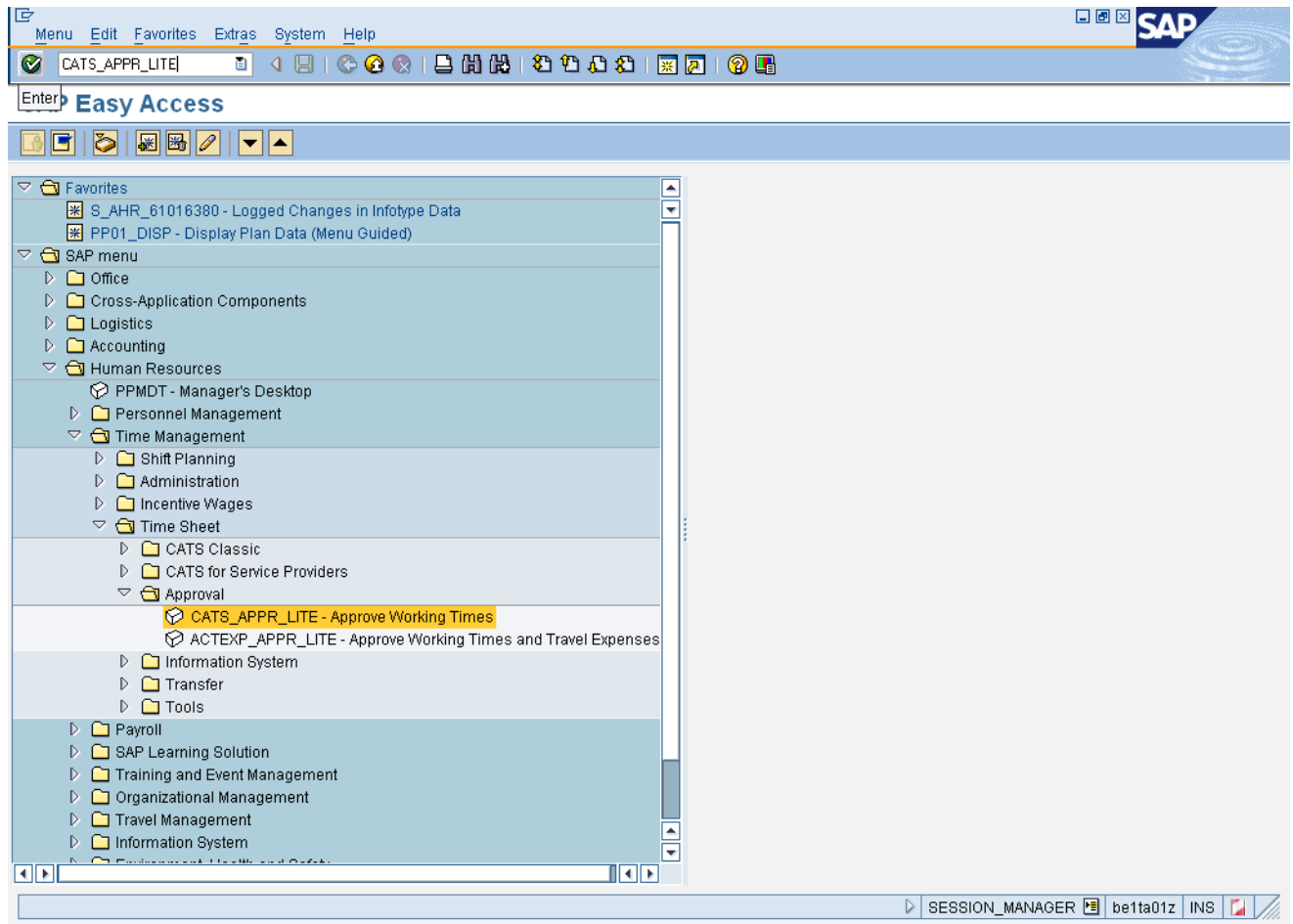
Access Transaction:

Via Menu Path	SAP menu ==> Human Resources ==> Time Management ==> Time Sheet ==> Approval ==> CATS_APPR_LITE - Approve Working Times
Via Transaction Code	CATS_APPR_LITE

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Procedure:

SAP Easy Access

1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** CATS_APPR_LITE

2. Click **Enter** ![button] button.

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3. Click the **Reporting Period** dropdown.

4. Select **Current Year** in the list box.

> **Information:** You may choose to view time requiring approval within the current payroll period, month, year, or other options.

5. Update the following **required** and **optional** fields:

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Field Name	Description	R/O/C	Values
Personnel Number	Unique number identifying an individual's master record data in the system.	R	Enter value in Personnel Number. **Example:** 9000047

6. Click **Multiple selection** button.

Information: If you need to approve/reject time for more than 1 person, click the Multiple Selection button (as in this example) to enter additional personnel numbers.

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Multiple Selection for Personnel Number

7. Click the **Single value** column.

8. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Single value	Enter an individual value in this field	R	Enter value in Column Single value. **Example:** 9000099

9. Click **Copy (F8)** button.

Information: You may type in individual personnel numbers, or use the other tab options to view personnel number ranges. Remember that personnel numbers are not often in order within your Agency, but you will not be able to view personnel numbers outside of your approved organizational structure view.

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Approve Working Times

Program Edit Goto System Help	SAP

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Execute (F8)

Reporting Period   Current Year

Selection Criteria

Personnel Number	9000047	⇨
Employment Status		⇨
Company Code		⇨
Cost Center		⇨

Selection of Time Sheet

	Basic Data			■
Activity Type		to		⇨
Task level		to		⇨
Task component		to		⇨
Activity Type		to		⇨
Stat. key figure		to		⇨
Att./Absence type		to		⇨
Wage Type		to		⇨
Display Unit/Measure		to		⇨
Number (unit)		to		⇨
Processing status	20	to		⇨
Short Text		to		⇨
	Receiver account assgmt			◇
	Sender Account Assignment			◇
	Data Sources			■

Approval of Time Sheet

▷	CATS_APPR_LITE 🗒 be1ta01z	INS

10. Click **Execute (F8)** ⊕ button.

❌ **Critical:** Check the **Immediate transfer to HR** checkbox. You may need to scroll down to locate this checkbox.

ⓘ **Information:** Click Execute to view the list of time entries requiring attention.

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11. Select the time entry

12. Select the **time entry** [8   ] row.

13. Click [icon] button.

> **Information:** While holding the **CTRL** key down, you may select multiple rows of time entry. In this example we have selected the first and third rows while holding down the CTRL key.

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Click the **Approve** button to approve just the highlighted lines.

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14. Select the **time entry** [8] row.

15. Click [button icon] button.

Information: Notice the 2 rows approved are now marked as approved, instead of with a yellow triangle.

You may select multiple rows in order by holding down the **SHIFT** key. Click the top row, press the Shift key, and click the bottom row in the list to be approved, and all rows will be highlighted. Click the **Approve** button to approve the selected lines.

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There is no "Select-All" button on this approval screen.

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16. Click **Back (F3)** [icon] button.

[icon] **Information:** Notice more lines have now been moved to the Approved status. Click the **Back** button to return to the front screen when complete.

In this example we will demonstrate how to reject a line separately, but the lines can be rejected on this screen as well.

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17. Click **Execute (F8)** button.

Information: To verify the lines you have approved no longer require approval, click **Execute** again to re-run the list.

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18. Select the **time entry** [_____8_] row.

19. Click [button icon] button.

> **Information:** Notice only 1 row remains, since we approved all other time entry lines in the previous steps.

Highlight the line or lines to be rejected and click the Rejection button.

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Reason for rejection

20.   Click **Copy   (Enter)** ✅ button.

ℹ️   **Information:** The Rejection process has a secondary confirmation step. Click **Continue** to confirm rejection.

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21.   Click **Back (F3)** button.

Information: Notice the line now has a rejection status instead of a yellow triangle.

While you can still see the approval or rejection status on this screen, you may highlight any line
and revoke the approval or rejection status (drop-down menu next to the approve or reject
buttons). Once you have left this list, all items either approved or rejected will no longer
show for the option to revoke the approval or rejection.

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22. Click **Back (F3)** ⊕ button.

ⓘ **Information:** Remember to process transaction code [CAT6] next to move the time records from the time area of SAP to the HR area of SAP.

23. The system task is complete.

Launch WEB HELP

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